

**STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (DOA)
PROPOSER'S QUESTIONS AND DOA RESPONSES - RFP No. 395-080**

	RFP Section/ Appendix No.	Page No.	Request for Clarification and/or Question
Question #1	Sec V, 3.a.iii	11	We have a space that would fit every piece of criteria and offer many perks, but it is located on the 3rd floor. There are two elevators. Would this be considered or will it not because it isn't on the 1st floor?
Answer #1			Third floor space would not be considered. Please see requirements listed Section V, 3.a.iii, page 11 - The DMV Customer Service Center must be located on the ground floor with direct access to the customer parking area.
Question #2	Exhibit B Mandatory Map area	17	It appears that the boundary line dissects our properties. Would 1702 S Park St or 5005 University Ave lie within the boundary limits?
Answer #2			Yes, they intersect the boundaries.
Question #3	Sec V, App 1 sub e	10	Lease Terms and Conditions Occupancy date: Please outline the outside date for "occupancy" needed by DOT...I.E. must be "before date." Regarding target "Access date" and "Lease Commencement Date" how long do you expect construction. Can lease term be based on 5 years from "rent commence date?" (not currently defined)
Answer #3			Section II, A - Schedule, page 3; outlines targeted tenant access date, and targeted lease commencement date. We would not define how long to expect construction to take. By April 30, 2023 - current lease expires May 31, 2024. Yes, lease term can be based on commence date. Since not aware of space, we are unsure how long the construction will take.
Question #4	Sec V, App 1 3.a-iii	11	Facility Details and Layout Quality and Flexibility of Design; Can parts of the program not related to the "Customer Service Center" be located on another floor? Please be specific what parts of the program must be next to or within the "Customer Service Center."
Answer #4			See Appendix 2, page 13, in comments identifies spaces that can be in building common. Areas that could be located on another floor would include the training room, large conference room, break room and locker area.
Question #5	Sec V, App 1 3.d.	12	Facility Details and Layout Parking: Do you have a breakdown of public vs employee parking? An estimate is sufficient. Please outline how many Fleet vehicles space needed? Are they 24 x 7?
Answer #5			Approximately 100 public parking spaces may be needed at any one time, to include required accessible spaces, 4 motorcycle spaces on concrete pad, 8 reserved road test spaces. Additionally, approximately 25 spaces for designated employee parking, to include 2 spaces for 24/7 fleet vehicle parking. See requirements listed, Section V, App 1, sub d., page 12.

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Question #6	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Can staff and public restrooms need to be separate. i.e., outside the space? Can the all-gender restroom be located on another floor or must it be within the space?
Answer #6			Staff restrooms: see Sec V, App 3, I., page 15. Public restrooms should be located on ground floor, they do not need to be within the CSC. All-gender restrooms should be located on the ground floor, same as the public restrooms. They do not need to be within the CSC.
Question #7	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Does the lactation room need to be dedicated to DOT?
Answer #7			No, it does not need to be dedicated to DOT.
Question #8	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Can the breakroom be located on another floor (still dedicated)?
Answer #8			Yes, but should be near the CSC and must be accessible.
Question #9	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Will the DOT be supplying its own furniture?
Answer #9			Lobby, office, training room provided by lessee. Conference room furniture supplied by lessee if within the CSC, if in a shared space, furniture to be provided by lessor. Sec V, App 3, d., page 14 - All furniture is Lessee provided, Lessor to provide approx. 90 linear feet of countertop with locking cabinets along the wall behind the customer service stations.
Question #10	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Regarding large conference room and potentially sharing this use, how often does this location used weekly or month? Please be specific if possible.
Answer #10			1-2 days per week, length of time varies, generally up to 2 hours each use. It is used each week of the year.
Question #11	Sec V, App 1 3.d.	13-15	List of areas / space or room requirements / construction – Regarding sound masking – is this typically a white noise or does this include sound insulation or both?
Answer #11			Both.